



EAST HANTS

SUBDIVISION APPLICATION FORM

Address: 230-15 Commerce Court, Elmsdale, NS B2S 3K5 Phone: 902-883-2299 Toll Free: 1-866-758-2299 www.easthants.ca

Office Use Only - Log Number:			
APPLICANT INFORMATION			
Applicant			
Type	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Authorized Agent
Email			
Phone	Primary:	Alternative:	
Mailing Address <i>*only required to receive a hard copy of the approved plan</i>			
<p>I certify that I am submitting the above referenced plan of subdivision, including all of the required information indicated on the checklist for approval with the consent of the owner(s) of the subject properties. The owner(s) has/have seen the proposed plan and have authorized me to act as the applicant for this subdivision request.</p>			
Applicant Signature		Date	
SECONDARY CONTACT INFORMATION			
Secondary Contact			
Type	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Authorized Agent
Email			
Phone	Primary:	Alternative:	
Mailing Address <i>*only required to receive a hard copy of the approved plan</i>			
SUBDIVISION DETAILS			
Subdivision Name			
Type	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Tentative	<input type="checkbox"/> Final
Plan Certified By		Date of Survey	
Proposed # of Lots		Lot Descriptors	
Primary PID		Other PIDs	
Land Registration Status	<input type="checkbox"/> Land Registration		<input type="checkbox"/> Not Land Registration
Property Owner(s)			
Existing Structures / Land Use			
Proposed Structures / Land Use			



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WATER & SEWER SERVICE INFORMATION			
WATER SERVICES		Existing	Proposed
	Well	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal Service	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
SEWER SERVICES		Existing	Proposed
	On-site	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal Service	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
FOR EAST HANTS MUNICIPALITY INTERNAL USE ONLY			
Application Received	Date:	Staff Initial:	
Application Processed	Date:	Staff Initial:	
Plans Sent to Following Agencies for Review and Comments:			
<input type="checkbox"/> NSPW	Date:	Staff Initial:	
<input type="checkbox"/> NSE	Date:	Staff Initial:	
<input type="checkbox"/> LRO Property Mapper	Date:	Staff Initial:	
<input type="checkbox"/> EHM I&O	Date:	Staff Initial:	
<input type="checkbox"/> EHM PRC	Date:	Staff Initial:	
<input type="checkbox"/> Canada Post	Date:	Staff Initial:	



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Subdivision Application Checklist

In order to avoid delays in the processing of your subdivision request, please ensure that your application contains **ALL** off the following applicable information:

Preliminary Subdivision Plans:

- Completed Application Form
- 2 Hard Copies + Digital Submission of Plans *
- Application Fee of \$100 **

Tentative Subdivision Plan Approval:

- Completed Application Form
- 6 Hard Copies + Digital Submission of Plans of Subdivision prepared by a Nova Scotia Land Surveyor *
- Application Fee of \$50/Lot **
- QP Report for On-Site Septic Testing (See NSE Subdivision Checklist)***
- 6 Hard Copies + Digital Submission of Engineering Design Drawings (including plans of layout of proposed wastewater, stormwater, water systems and connections, as well as centerline profiles and cross sections for proposed public or private roads. See [Subdivision Bylaw P-600](#) for more details)

Final Subdivision Plan Approval:

- Completed Application Form
- 6 Hard Copies + Digital Submission of Plans of Subdivision prepared by a Nova Scotia Land Surveyor *
- Cheque made payable to 'Registry of Deeds' for \$113.35 if Land Registered, or for \$213.35 if not Land Registered
- Application Fee of \$100 **
- QP Report for On-Site Septic Testing (See NSE Subdivision Checklist)***

NOTE: The On-Site Sewage Disposal Systems Regulations (Environment Act) and the Provincial Subdivision Regulations (Municipal Government Act) apply to any lot that is shown on a plan or instrument of subdivision that must be submitted to a development officer for approval by a municipality and is in an area that is not serviced by an approved central wastewater collection and treatment system, except for a lot that is:

- larger than 9000 m² in area and 76 m or more in lot width; and
- identified on an application for subdivision as not intended for development purposes.

If the proposal meets these criteria, then NSE comments are not required. Please see NSE Subdivision Checklist for more information

* Digital submissions can be sent to planning@easthants.ca

** Application fees can be cheques made payable to 'Municipality of East Hants' or by credit card over the phone. Ask for phone payment details when submitting your digital application.

*** If QP reports are 10 pages or less, and do not require a fee to NSE, they can be submitted digitally only. Reports that require a fee or are greater than 10 pages must be submitted in hard-copy.